

**KANHA SAHU**  
6371624065  
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## OBJECTIVE

Commerce graduate Looking to join an organization as a Customer Support Representative. Eager to use my interpersonal skills and understanding of technology to improve customer satisfaction and contribute to the organization 's tech advancements.

## SKILLS

Customer service

Clerical knowledge

Active listening

Stellar written and verbal communication skills

Organization and strong attention to detail

Problem-solving

Analytical thinking

## EXPERIENCE

12/08/2021 - 01/07/2022

Sales executive

**Value and Variety, V2**

**Building relationships,Managing the sales process,Promoting,Providing customer service**

02/08/2022 - 08/10/2023

Accountant

**Hanuman Agencies**

Managing accounting processes and working with external auditors , Recording expenses, disbursements, and payments, and examining financial documents and transactions , Analyzing financial data to identify trends, variances, and opportunities for improvement ,Preparing and presenting financial reports, such as balance sheets, income statements, and cash flow statements

10/10/2023 - Till date

Customer care educative

**Q Conneqt**

Quality assurance, Record keeping, Communication, Team management, Customer satisfaction, Customer service

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
B.COM	Berhampur University	7 CGPA	2023

## DECLARATION & SIGN

I declare that the information presented in this resume is true and accurate to the best of my knowledge. I assure you that my experience, skills, and qualifications meet the requirements of the job and I am committed to making a positive contribution to your organization

*Kanha Sahu*